

DOCUMENT RESUME

00684 - [A1051802] (Restricted)

[Examination of Travel and Leave Transactions in the Accounts of the U.S.S. San Jose, PPO San Francisco, CA]. March 25, 1977. 2 pp.

Report to Commanding Officer, Department of the Navy: U.S.S. San Jose; by Walter C. Herrmann, Jr., Regional Manager, Field Operations Div.: Regional Office (Detroit).

Issue Area: Personnel Management and Compensation (300).

Contact: Field Operations Div.: Regional Office (Detroit).

Budget Function: General Government: Central Personnel Management (805).

Authority: Navy Travel Instructions, para. 4009-1. Navy Pay and Personnel Procedures Manual, para. 10382.

GAO reviewed selected travel and leave vouchers in the accounts of the U.S.S. San Jose to test the quality of disbursing and related administrative procedures. Entitlements on 60 of 119 vouchers paid from February to July 1976 were examined. Findings/Conclusions: Five travel vouchers had over/underpayments totaling \$80. Fourteen of 36 leave vouchers had over/undercharges or erroneous delay enroute computations. Fifteen informal inquiries were forwarded to the disbursing officer describing deficiencies and requesting corrections. Pay adjustment authorizations were requested from the Navy Finance Center for the three travel errors in the \$10 to \$25 range. Contrary to regulations, the disbursing officer was not reviewing the accuracy of leave, proceed, and traveltime reported by the administrative office. (DJH)

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UNITED STATES GENERAL ACCOUNTING OFFICE

REGIONAL OFFICE

5TH FLOOR

PATRICK V. McNAMARA FEDERAL BUILDING

477 MICHIGAN AVENUE

DETROIT, MICHIGAN 48226

25 MAR 1977

Commanding Officer

U.S.S. San Jose (AFS-7)
FPO San Francisco 96601

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Dear Sir:

As part of our continuing review of the Navy's financial management system, we have examined selected travel and leave transactions in the accounts of the U.S.S. San Jose to test the quality of disbursing and related administrative procedures. We reviewed entitlements on 60 of 119 vouchers paid in the 6 months ended July 31, 1976.

--on five vouchers we identified five over and underpayments for travel totaling \$84, and

--on 14 of 36 vouchers, which showed periods of leave, we found erroneous delay enroute computations; 10 members were overcharged leave and 4 others received leave that was not charged to their leave accounts.

We have forwarded 15 informal inquiries to your disbursing officer describing the travel and leave deficiencies and have requested that adjustments be made to correct the errors. Since three of the travel errors were in the \$10 to \$25 range, we have requested the Navy Finance Center to issue the necessary pay adjustment authorizations.

Our tests indicate that the disbursing officer was not reviewing and verifying the accuracy of leave, proceed and traveltime reported by the administrative office. Such verifications are required by Navy Travel Instructions, paragraph 4039-1, and Navy Pay and Personnel Procedures Manual, paragraph 10382.

00684



We would appreciate your comments and advice of any actions taken.

Sincerely yours,

W. G. HERRMANN, JR.

Walter C. Herrmann, Jr.
Regional Manager

cc: Comptroller of the Navy (NCD-3)
Comptroller of the Navy (NCF-4)
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Pacific Fleet
Commanding Officer, Navy Finance
Center, Cleveland
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